

**Kellogg Community College**  
**Minutes of the Regular Meeting of the Board of Trustees**  
**May 23, 2018**

The regular meeting of the Kellogg Community College Board of Trustees was held on Wednesday, May 23, 2018, in the Board Room of the Roll Building, 450 North Avenue, Battle Creek, MI.

Chairman Claywell called the meeting to order at 6:31 p.m. Roll was taken and reflected the following:

Chairman Steve Claywell	Trustee Jonathan Byrd
Trustee Jill Booth	Trustee Julie Camp Seifke
Trustee Reba Harrington – telephonically	Trustee Patrick O'Donnell
Trustee Matthew Davis	

Attendance from President's Council included:

Mr. Mark O'Connell, President  
Dr. Kay Keck, Vice President, Student and Community Services  
Dr. Michele Reid, Senior Director, Institutional Effectiveness and Library Services  
Dr. Jan Karazim, Dean, Workforce Development  
Ms. Tonya Forbes, Dean, Arts and Sciences  
Mr. Eric Greene, Director, Public Information and Marketing  
Ms. Teresa Durham, Executive Director, KCC Foundation  
Ms. Ali Robertson, Chief, Human Resources  
Ms. Terah Zaremba, Dean, Student Services  
Mr. Rick Scott, Chief Financial Officer  
Mr. Jorge Zeballos, Executive Director, Center for Diversity and Innovation  
Ms. Cindi Shell, Secretary, Allied Health/Dental Clinic  
Ms. Pauline Rombaugh, Manager, President's Office

Six individuals sat in the gallery.

#### **ADJUSTMENTS TO THE AGENDA**

With a motion by Trustee Booth, supported by Trustee Camp Seifke, the Board approved the removal of Action item C. Action item C will be included within the next KCC Board of Trustee meeting June 20, 2018.

#### **CONSIDERATION OF MINUTES**

With a motion by Trustee Booth, supported by Trustee Davis, the Board approved the April 18, 2018, meeting minutes as written.

#### **PRESIDENT'S REPORT**

**Employee Recognition:** President O'Connell honored Dorothy Moore, contracted employee from Omni/GDI for her continued day-to-day encouragement and dedication to Kellogg Community College Nursing and Allied Health students.

**2018 MOSPA Student Award – Post Secondary:** Holly McKee introduced student award recipient, Jessica Thomason. During the Michigan Occupational Special Populations Association's (MOSPA) Annual State Conference the 2018 Post-Secondary student award was presented to Jessica. Jessica graduated in May with honors and received an Associate of Applied Science in Business Management, an Associate of Applied Science in Accounting and an Associate in General Studies.

**KCC Accessibility Task Force (ATF) Update:** Holly McKee, provided the board with an update for Accessibility Task Force provided to the Board an update of contracting with Michigan State University Usability/Accessibility Research and Consulting. Quarterly updates of the ATF initiatives will be provided to the Board. In addition, KCC will be hosting one of the three Regional Faculty Conversations on May 22, with the theme of General education in Guided Pathways through a Faculty Lens.

**Guided Pathways 2.0:** Patrick Casey, Director, Career and Employment Services and Dean Tonya Forbes, Dean, Arts and Sciences reported several KCC representatives attended a Guided Pathways workshop at Jackson College recently. Patrick reviewed the workshop focused on Advising for Math Pathways, Right Math at the Right Time, Advising and Student Support and Transfer continuing to be of great interest.

**Accreditation Commission for Education in Nursing (ACEN):** A formal notification from the Board of Commissioners granting accreditation to the associate nursing program at Kellogg Community College was recently received. Dr. Jan Karazim, Dean, Workforce Development provided a review.

**Families Forward Demonstration Training Agreement:** Dr. Jan Karazim, Dean, Workforce Development provided an overview of the Families Forward Demonstration Training Agreement pilot program KCC has entered into with the W.E. Upjohn Institute for Employment Research, Employment Management Services Division (EMSD also known as Michigan Works! Southwest). Dr. Karazim informed the Board that this program allows KCC to engage with the underserved in our community as a source for occupational skills training and wrap around/case management being made available to low income non-custodial parents who are unable to fully meet their child support obligations.

**2018 Governor's Fitness Award:** Eric Greene, Director, Public Relations and Marketing provided a brief review of various campus fitness activities and pictures of the award ceremony located in Lansing, MI.

**NCHERM:** Dr. Kay Keck, Vice President, Student Services reviewed the work of consultant Saunie Schuster, our partner from National Center for Higher Education Risk Management (NCHERM) who will be on campus Wednesday, May 30<sup>th</sup> for our next round of discussions. Key topics of review will be:

- FERPA; European Rules: General Data Protection Regulation (GDPR)
- Freedom of Expression; Commercial Solicitation; Facilities Usage; Fund Raising
- Academic Freedom
- Web Site Accessibility
- Administrative Withdrawal for Excessive Absence/Institutional Attendance Policy
- Admissions Process and Criteria
- Policy Review: Conflict of Interest; Acceptable Use of Technology; Social Media

**Summer 2018 Enrollment:** Dr. Kay Keck, Vice President, Student Services provided an update on the summer semester which commenced on May 14, 2018. To date, KCC's enrollment is relatively flat; more accurate information will come forward in early June.

**Hastings High School College Decision Day:** On May 11, 2018 Hastings High School hosted a College Decision Day for its graduating class. Kellogg Community College received an invitation to help celebrate the day. President O'Connell commented that activities such as these continue to take place through-out Calhoun, Barry and Branch counties extending the Early College partnership reach.

**WMU Transfer Agreement:** President O'Connell reviewed the recent signing of the Institutional Agreement between Western Michigan University and Kellogg Community College facilitates the transfer of students who complete an associate degree at KCC and transfer into a degree program at WMU. The agreement outlines how credits earned at one school will transfer to another, helps students save time and money by minimizing the loss of credits and duplication of coursework. Within the initial signing, there were 19 program agreements with an additional 20 forthcoming. A copy of WMU's newsletter was provided to the Board. This WMU communication is sent to all WMU Alumni and donors and provided highlights of this WMU/KCC agreement.

**Equity & Inclusion Leadership Team Training:** President O'Connell reported that on May 17 and May 18, 2018 the President's Council participated in Equity and Inclusion Leadership Training facilitated by Dr. Damon Williams.

**Legislative Update on HB 5908:** Rick Scott, Chief Financial Officer provided an overview of the prior legislative sessions and governor's budget proposing different methods of distributing the personal property tax loss reimbursements. For the College, this would result in an annual reduction of \$800,000 over the five-year phase in period. The bill still needs to go through the Senate and Governor's Office to become law.

**KCC Foundation:** Teresa Durham, Executive Director, KCC Foundation, provided an update on recent Foundation activities, including the scholarships granted i.e. Gold Key, Trustee and general scholarships. A brief review of the 2018 Starfish Awards that were presented at the College's commencement breakfast. The KCC Foundation continues to seek and manage grant support for the North End Gateway campus improvement project and the iACT initiative.

**21<sup>st</sup> Century Update:** President O'Connell reviewed the progress on the Miller Physical Education Building stating construction is in the final stages toward completion. Contractors are focusing their efforts on interior finishes. A preview tour for the Board of Trustee's has been scheduled for June 20<sup>th</sup>.

President O'Connell reported on the status of the RMTTC renovations, indicating the DTMB just approved the Phase 500 documents, construction drawings and specifications which were submitted on May 11. Now that this Phase 500 has been approved, KCC will proceed to bidding the project prior to the end of May.

**KCC 15 Year Capital Project:** President O'Connell reported progress continues with a series of restroom upgrades, including the addition of all-gender and nursing mothers' spaces targeted to commence in May. Also in May, crews will repave the Roosevelt Avenue entrance and parking lots G and I at an estimated cost of \$87,500.

**Scholarships and Grants:** The College received \$0 in scholarships and grants over the past month.

## **BOARD REPORTS AND REQUESTS**

Trustee Harrington expressed gratitude for the kindness extended from the Board of Trustee's and President's Office as she received the Sojourner Truth Community Award this past month.

## **CITIZEN/STAFF REQUESTS AND COMMENTS**

None.

## **ACTION ITEMS**

**New Software Recommendations:** Information Services requested Board approval for the purchase of Softdocs Etrieve (\$251,264) and Hobson's Starfish (\$220,875) for a total of \$472,139, plus incidental expenses. Softdocs Etrieve is a document imaging and management software which will replace the College's current software ImageNow and PerfectForms. Starfish is a student success and retention software, replacing the College's retention alert software built into Colleague. This action item passed with a motion by Trustee Byrd, supported by Trustee O'Donnell and approval by the Board.

**Banking RFP Results:** After a full RFP process, the College's Audit & Finance Committee, along with the Banking RFP Committee recommend the Board approve establishing Southern Michigan Bank & Trust (SMBT) as its primary financial institution. With a motion by Trustee Byrd, supported by Trustee Camp Seifke, this action passed and was approved by the Board.

**Financial Statements:** Financial Statements from April 2018 were approved by the Board, with a motion from Trustee Davis and support by Trustee Byrd.

**Personnel Items:** The following personnel items were approved by the board, with a motion by Trustee Byrd, supported by Trustee O'Donnell:

### **New Hire**

Catherine Forman	Faculty, Nurse Aide Training Program (effective May 14, 2018; Faculty, Masters Lane, Step 10 2017-2018 annual salary \$75,786 pro-rated for the remainder of the 2017-2018 fiscal year)
Sara Gorham	Technician, Financial Aid (effective June 4, 2018; Support Staff, Technician, Step 2)

2017-2018 hourly rate \$18.75)

Rebekah Love Librarian, Instruction and Student Success  
(effective May 14, 2018; Faculty, Masters Lane, Step 1,  
2017-2018 annual salary \$48,885 pro-rated for the remainder of the  
2017-2018 fiscal year)

Mary Cab Rininger Staff Assistant II, Media Design  
(effective June 4, 2018; Support Staff, Staff Assistant II  
Step 5, 2017-2018 hourly rate \$23.73)

Andrew Storey Manager, Facilities  
(effective May 29, 2018; Administration, Manager 1, 2017-2018 annual  
salary \$53,213 pro-rated for the remainder of the 2017-2018 fiscal year)

### **Interim Assignment**

Elizabeth Fluty Interim Chair, Nursing Education  
(May 14, 2018 – August 17, 2018 – overlap with Mielke)

Renee Mielke Interim Chair, Nursing Education  
(August 13, 2018 – December 20, 2018 – overlap with Fluty)

### **Resignation Notice**

Jasmine Granville Technician, Upward Bound  
(6 months) (effective May 4, 2018)

### **Open Positions**

Director, RMTC	Under Review
Director, Nursing Education	Posted
Instructor, Sociology	Interview and Selection
Program and Events Coordinator, KCCF	Interview and Selection
Student Success Coach, Academic Advising (2)	Interview and Selection

### **Status**

### **CITIZEN/STAFF COMMENTS**

None

### **ADJOURNMENT**

After a brief update of coming events, Chairman Claywell adjourned the meeting at 7:44 p.m.

Reba Harrington, Secretary

Steven Claywell, Chair